**Funerals and Cemeteries**

**Funerals**

Planning for a funeral—whether making decisions in advance for your own service, or planning a service for a loved one who has died—begins with our priest and staff. We will guide you through the process, providing suggestions for scripture and music and addressing other concerns. It is essential to begin the planning process with the priest.

The death of a member of the church should be reported directly to the rector as soon as possible, and arrangements for the funeral should also be made in consultation with the rector. Please call the parish office at 540.687.6297. If you are calling after the office is closed, follow the prompts to have your call forwarded to the priest’s personal phone.

We recommend that funerals be scheduled between 11 a.m. or 2 p.m. and no later than 3 p.m. Monday-Saturday. If you wish to hold a reception in the Emmanuel Parish Hall following the service, please let us know so that it can be reserved. We do not conduct funerals on Sundays.

For all funerals we use the Burial Office from the Episcopal Book of Common Prayer 1979, and may include Communion if you wish. There is a Rite One service (page 469) which uses traditional King James-like language, and a Rite Two service (page 491) using more contemporary language. We can also conduct simpler graveside services as prescribed by the Book of Common Prayer.

We will produce printed programs for the service according to the format we have developed. The clergy can show you samples of these bulletins. The fee for producing and printing the funeral bulletin varies according to the number of copies desired.

Flowers for the funeral are arranged in conjunction with the Emmanuel Altar Guild. We will give you the appropriate contact information when we meet to plan the service.

The priest does not have a fee for planning and conducting funeral services, although a gift to the Parish Assistance Fund is customary. There is also no charge for the use of the church. The organist customarily receives an honorarium of $300 for planning and playing for a service.

Please call the parish office for additional guidelines and details.

**Cemeteries**

Our church owns and operates two adjacent cemeteries located on Federal Street behind the Parish House: Middleburg Memorial Cemetery and Emmanuel Episcopal Cemetery. Together, the cemeteries cover roughly 13 acres and feature rolling hills, mature trees, stone walls and a large pond. A peaceful green space, they serve not only as a resting place for the departed, but also as a contemplative park for the surrounding Middleburg community.

For more information about funerals or inquiries about the purchase of burial plots, please contact [parishsecretary@emmanuelmiddleburg.org](mailto:parishsecretary@emmanuelmiddleburg.org) or call the church office at 540.687.6297.